

***CTEIS Instructional Guide***  
***for***  
***Follow-up 2008***

**February 2008**

Under a Grant from the  
Michigan Department of Education (MDE),  
Office of Career and Technical Education (OCTE)

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## INTRODUCTION

The purpose of the 2008 Follow-up Survey of 2007 completers\* is to gather information needed to help people make decisions about Career and Technical Education programs that prepare students for jobs. Program fiscal agencies\* that receive Federal or State funds for conducting programs are required to report follow-up data about program completers.

National and state agencies use the survey results for policy studies, annual program planning, and establishing funding formulae. Many local districts, additionally, report their own results as well as state results to their local school boards and the press.

The Office of Career and Technical Education (OCTE) mandates and monitors the survey. OCTE also funds a Survey Support Center (SSC)\* to handle the flow of paper and data to and from the fiscal agencies, to assist in obtaining complete and accurate data, to perform all data processing and, in general, to facilitate the survey. For several years OCTE has awarded a grant to IDEA Consultants, Inc. (IDEA)\* to operate this Survey Support Center.

The SSC prepares and sends survey findings to all program fiscal agencies which show results for the programs they conducted. In addition, the SSC also provides "home school" reports to districts that participate in career center or shared-time programs. Home school reports enable districts to see results for their own students separate from the findings for all students in a program.

The Follow-up Survey population is based on reported completer counts from the 4301 Year End Report. In situations where a student completes one program as an 11th grader and then completes the same or a different program as a 12th grader, it is important to unduplicate between the two years or else your follow-up counts would include the same student twice. Generation of the 4301 using the CTEIS software automatically unduplicates these completer counts statewide (by UIC) and provides the basis for the follow-up counts as shown on the CTEIS follow-up student listing.

The student may select which completed program (from those they completed as an 11<sup>th</sup> or 12<sup>th</sup> grader) their survey questions will be directed to. A copy of the student phone survey form for use when surveying the student, a proxy phone survey form when surveying someone other than the student, and a mail survey has been included in your follow-up materials packet.

\*See Appendix A - Definition of Terms.

Please remember that:

- You, as a representative of your local program Fiscal Agency, will survey the completers of reimbursed wage-earning programs your agency reported last July on Section A, Form 4301, "Secondary Vocational Enrollment and Termination Report for School Year Ending June 30, 2007" as 12th grade & adult completers plus previous year 11th grade completers who did not complete as a 12<sup>th</sup> grader. **Do not survey students who were enrolled only in Family Consumer Science courses with CIP Code 19.0000 or those enrolled only in capstone experience (CIP Codes XX.0000).**

CTEIS provides a follow-up listing feature which shows all students by CTE program by building. The student is listed under the most recently completed program as reported on the 4301, but other qualifying programs for which the student may be interviewed are also shown. This list should be provided to your survey interviewers as a calling list for contacting students.

- To obtain the information from your completers, you may survey by phone, face to face interview, or mail using the appropriate version of the survey (student, proxy or mail). It is recommended that you carefully review the *Protocol Manual* also enclosed in your follow-up packet. This manual provides the interviewer with guidelines and procedures for conducting a successful follow-up along with a detailed description of all items included on the survey forms for this year's process.
- Please refer to the time lines shown later in this guide regarding authorizing submission of your follow-up survey data to your Fiscal Agency representative, who in turn will review your results and authorize submission to your CEPD Administrator. Your CEPD administrator will review your results and authorize submission to OCTE for transfer to the SSC.
- The SSC will keep all follow-up data strictly confidential. Only persons in the SSC who conduct the verification and nonrespondent studies will have access to this information. A memorandum from the State Office of the Attorney General upholds the legitimacy of the providing this data. A copy of this memorandum and other pertinent information appear in Appendix "B." Please direct any policy questions concerning this to Andrew Middlestead at OCTE (email [MiddlesteadA@michigan.gov](mailto:MiddlesteadA@michigan.gov) or phone: 517-335-0375).
- The SSC will base your follow-up survey response rates on the number of completers your school reported on the 4301, subject to OCTE unduplication rules (by UIC). This means that the SSC will calculate a rate, for each Program Serial Number (PSN)\* on the 4301, by dividing the number of completers who respond to the follow-up survey by the total number of completers you reported, subject to OCTE unduplication rules (by UIC).

\*See Appendix A - Definition of Terms.

- SSC will destroy all follow-up materials when a release is granted by the Project Monitor.
- In conducting the survey, we highly recommend that you make administrators, counselors, teachers, placement coordinators, students, and the community aware:
  1. That you are conducting the survey; and
  2. That the school and community can benefit from using the results.
- While there is no choice about following up completers of reimbursed programs, you do have the option, as in previous years, of surveying nonCTE graduates. However, you may only use Added Cost funds to cover the expense of surveying your former CTE completers.

This follow-up guide provides instructions for using the Career and Technical Education System (CTEIS) to assist with various aspects of the follow-up. CTEIS makes the process of conducting follow-up a more cost-efficient and time-saving endeavor. In addition, because all districts reporting Career and Technical Education (CTE) enrollments in Michigan used CTEIS to file their 2006-2007 reports, their CTEIS data also includes pertinent information for the 2008 follow-up.

If you **do not** wish to use CTEIS for submission of your survey data, please contact the SSC at (800) 321-8076 to request further instructions for completion of a noncomputerized follow-up. A district must assume any extra costs incurred by the Survey Support Center to translate non-computerized data into a compatible format for CTEIS.

If you wish to **use other software or databases other than CTEIS** to input your follow-up survey data, contact the Survey Support Center at (800) 321-8076 for a copy of the follow-up data file layouts required for submission of this data. It is the responsibility of the district to insure that the data is provided in this required layout if they elect not to utilize CTEIS for follow-up survey data entry and submission.

\*See Appendix A - Definition of Terms.

## SERVICES IN SUPPORT OF YOUR SURVEY

The Survey Support Center provides a variety of services for follow-up. The SSC will:

1. Supply additional needed materials.
2. Answer questions related to the follow-up survey forms.
3. Offer suggestions for solving problems you may have in conducting your survey.
4. Provide advice for conducting an efficient and effective follow-up survey.

The Survey Support Center provides the instructions and suggestions which may be found on the following pages as well as in the appendices listed below:

1. A definition of terms. (Appendix "A")
2. Authority to collect Career and Technical Education data. (Appendix "B")
3. A sample cover letter for the mail survey. (Appendix "C")
4. A sample cover letter for nonrespondents. (Appendix "D")

## HELP IS AVAILABLE

- If you have any technical or logistical questions regarding the survey forms, or need assistance with how to collect the survey data, please call the Survey Support Center at IDEA Consultants, Inc. at (800) 321-8076 or (248) 557-4332 or email us at [followup@ideaconsultants.net](mailto:followup@ideaconsultants.net).
- For any issues relating to CTEIS operations or usage, please contact PTD Technology at (517) 333-9363 x27 or (800) 203-0614 x27 or email them at [cteis.help@ptdtechnology.com](mailto:cteis.help@ptdtechnology.com).
- Direct questions regarding OCTE policy issues as well as suggestions for further improvement to Mr. Andrew Middlestead, Office of Career and Technical Education (email: [MiddlesteadA@michigan.gov](mailto:MiddlesteadA@michigan.gov) or phone: 517-335-0375).

<sup>^</sup>See Appendix A - Definition of Terms.

<b>2008 FOLLOW UP TIMELINES</b>	
<b>Date</b>	<b>Activity</b>
Week of February 4, 2008	Follow-up packets mailed to CEPD Administrators for distribution to local districts. All materials will also be made available online via the OCTE web site. Upon receipt of packets, CEPD Administrators should distribute them to local district follow-up contacts, verifying receipt with 3 days of delivery.
Week of February 11, 2008	Local Districts begin the survey data collection process.
April 25, 2008	Districts are to authorize the submission of their follow-up data to their CEPD Administrator by April 25, 2008. CEPD Administrators should notify Andrew Middlestead at OCTE (phone: 517-335-0375; email:MiddlesteadA@michigan.gov) of districts which have not submitted along with a projected submission date.
May 2, 2008	CEPD Administrators are to authorize release of follow-up data for their districts no later than May 2, 2008.
Week of September 3, 2008	SSC mails survey results to CEPD administrators for distribution to local superintendents and local follow-up contact personnel.

# ***Steps for Success Follow-up 2008***

Follow-up 2008 using CTEIS has been designed as a step-by-step process. By following these steps, you can be sure you will not overlook any of the necessary elements.

## ***Step 1. Review your follow-up packet.***

The following items will be included in your follow-up materials packet to be sent to the local follow-up contact person.

- a memorandum from the State Director of the Office of Career and Technical Education;
- a memorandum from the Project Administrator of the Survey Support Center;
- one copy of each survey form (introductory script, student, proxy, mail) for duplication purposes; and
- the Follow-up 2008 Protocol Manual.

### **Note:**

For 2008, the **X0602 completer count report** is no longer provided. The CTEIS follow-up student listing provides both the information about the students to be called along with the completer counts by program. All materials, including survey forms, the protocol manual and the CTEIS instructional guide will be posted to the OCTE web site at <http://www.michigan.gov/octe>. (Data Evaluations and Reports link, Follow-up Survey).



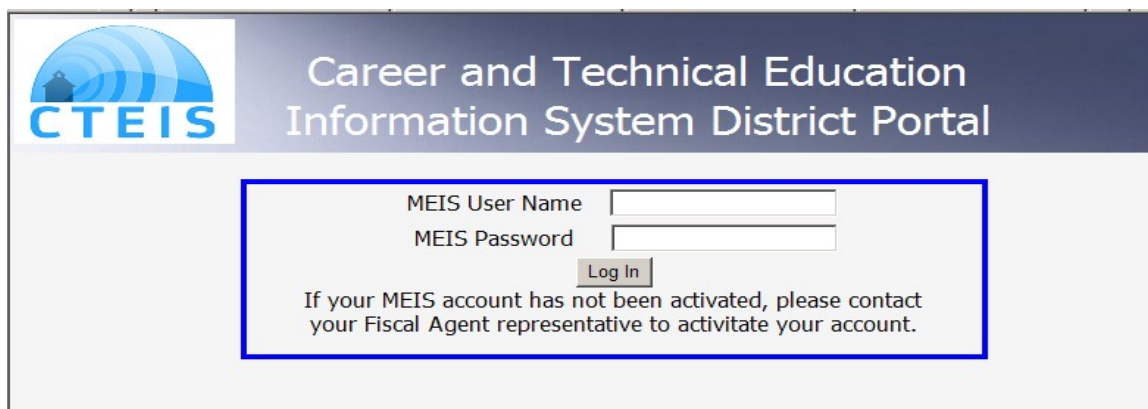
## **Step 2. Identification of Completed Programs NOT reported on the 4301 (Year End) report**

Because the 4301 Year End report represents an unduplicated wage-earning completer count, it is possible that there are some programs that a student may have completed as an 11<sup>th</sup> or 12<sup>th</sup> grader that were not reported as such. So as to provide a means to identify these completed programs, districts will be required to review a list of their follow-up students and identify any completed programs based on what was reported on the 4483D reports (2006 & 2007), but NOT on the 4301 report.

This will insure that the follow-up listings that are generated in Step 3 represent an accurate list of the completed programs (as an 11<sup>th</sup> and/or 12<sup>th</sup> grader) for purposes of follow-up.

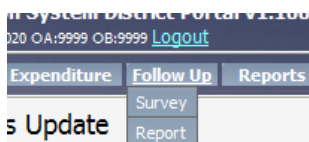
How to:

- a. Launch the Internet on your workstation and go to [www.cteis.com](http://www.cteis.com). Login to CTEIS using your MEIS username and password. Please note that this requires that your Fiscal Agency Authorized Official has granted you access to the CTEIS follow-up features.



The screenshot shows the login page for the Career and Technical Education Information System District Portal. The page has a blue header with the CTEIS logo on the left and the title 'Career and Technical Education Information System District Portal' on the right. Below the header, there is a login form with two input fields: 'MEIS User Name' and 'MEIS Password'. A 'Log In' button is positioned below the password field. A message below the button states: 'If your MEIS account has not been activated, please contact your Fiscal Agent representative to activate your account.'

- b. Select the **Survey** item from the **Follow-up** Menu. This will cause the system to run a check of your follow-up students to ensure it has complete information on all programs.



The screenshot shows a menu titled 'Follow Up' with three options: 'Expenditure', 'Survey', and 'Reports'. The 'Survey' option is highlighted. Below the menu, there is a button labeled 's Update'.

- c. For each student, the system will look up all programs participated in by that student. Any student marked for follow-up must have the completion status of all their programs marked as either “Completer” (indicating that they completed the requirements of the program) or “Leaver” (indicating that they left or did not complete the program). If students in your programs are found to have an incomplete completion status, you will be presented with the screen shown below. It will list the student, UIC, grade, PSN and program name found to be incomplete. To print out a report of students that need Program completion information, click on the “Program Completion Requirement Report” link.

The screenshot shows the 'Program Completion Status Update' screen. At the top, there is a navigation bar with links: CTEIS Home, Data Entry, State Reports, FA Report Submission, CEPD Admin., Import/Export, Expenditure, Follow Up, Reports, and Add Users. Below the navigation bar, the title 'Program Completion Status Update' is displayed. A message states: 'The list below indicates that the CTEIS system does not have the completion status for additional programs that a student may have been enrolled in. Please correct the completion status for each program indicated by selecting either "Completer" or "Leaver" and include the completion or leave date. As you update this list, students with proper completion status for all programs will be removed from the list. If any Student is marked with an ERROR, please contact CTEIS Help Desk (517-333-9363 ext 27)'. A link for 'Program Completion Requirement Report' is provided. Below the message is a table with the following data:

UIC	LastName	FirstName	Grd	PSN	Prog. Name	Comp. Stat.	Comp. Date	OpBuilding
2036249986	MIGUEL	MIRELES	13	16073	Marketing Sales and Services	Enrolled		01166:Everett High School

Below the table is an 'Update Programs' button.

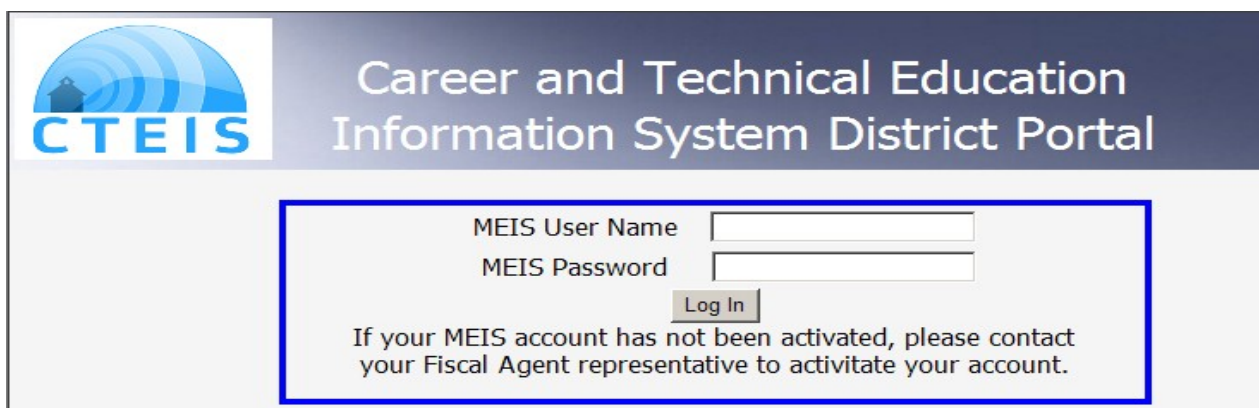
- d. Select the appropriate completion status and enter the correct completion or leaving date. When finished, select the **Update Programs** button to update the program completion information. You can update more than one student at a time if you wish. NOTE: Complete the program status for those that you are able to determine. If you are unable to determine the completion status, mark them as a “Leaver.”

The screenshot shows the 'Program Completion Status Update' screen with the same table as above, but the 'Comp. Stat.' for the student is now 'Leaver' and the 'Comp. Date' is '1/1/2006'. The 'Update Programs' button is still present below the table.

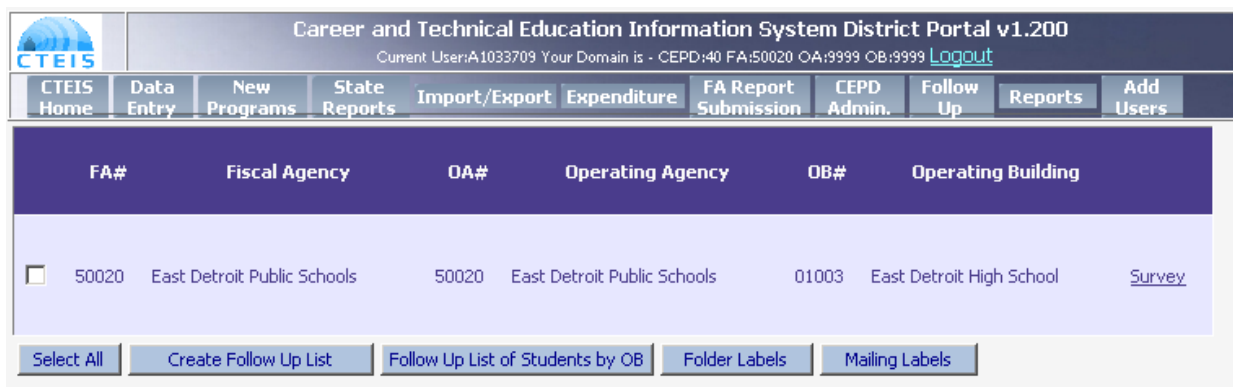
## Step 3. *Generate your Follow-up 2008 Student Listing.*

To Generate the Follow-up 2008 Listing:

- a. Launch the Internet on your workstation and go to [www.cteis.com](http://www.cteis.com). Login to CTEIS using your MEIS username and password. Please note that this requires that your Fiscal Agency Authorized Official has granted you access to the CTEIS follow-up features.



- b. Click **Follow-up, Survey**. All of your operating buildings with follow-up students will display.



**Important Note:** CTEIS will time out if there is no activity within a 15 minute period.

- c. Click the box (left margin) next to those buildings for which you wish to generate a follow-up listing. Note: You may click the **Select All** button if you wish to automatically check all buildings. Click **Create Follow-up List** to generate your listing. You could also choose **Follow-up List of Students by OB (Student list by OB)** if you would like your list by building.

Once displayed to the screen, the user may click **Export** (after choosing a format from the dropdown in the upper right of the report area) to output the listings in various formats (Excel, PDF).

1/11/2008 2:50:22 PM Career and Technical Education Information System Page: 1 of 15

Follow Up Listing for: 2008

District: 32 - Kent ISD  
 OA: 41000 - Kent ISD  
 OB: 06157 - Kent Career/Technical Center

CIP	PSN	Program	UIC	Name	Grade	Phone	Sending Facility	Status	FUP SUR	CIP	PSN	Program Name	CMP	Operating Building
10.0301	15278	Graphics Communications												

## Step 4. Review Follow-up Listing

The follow-up listing is generated by building in CIP (Classification of Instructional Program) order. The students within a program (CIP) are listed in UIC order. Please note that initially, the status column displays “INIT” indicating that neither survey data nor a noncontact reason have been entered for the student.

The number of students to be surveyed by program were calculated based on the completer counts reported on your 2007 4301 Report. To assist you in understanding your counts, a total line displays at the end of each program showing the total number of completers, the number of students completing as a 2007 12<sup>th</sup> grade student (C: count) and the total number of students completing only as a 2006 11<sup>th</sup> grade student (X: count).

**IMPORTANT:** *The CTEIS list represents the accurate count for follow-up 2008.*

OCTE performed unduplication processing based on student UICs to eliminate students who may have been reported more than once on the 2007 4301 report, statewide. Therefore, there may be some differences between your 2007 4301 completer count and what CTEIS shows as those you are to follow-up.

**Exception:** ***Grade level changes:** If you find that there are students displayed that were not 12<sup>th</sup> grade students in 2006-2007 due to the repeat of*

\* See Appendix A - Definition of Terms.

their 11<sup>th</sup> grade year (2005-2006 & 2006-2007), please mark them as a noncontact “still enrolled in high school.” These students will be deducted from your completer count when your follow-up data is received by the SSC.

***Check Exit Status (Graduate):***

Due to the use of the follow-up data for Perkins, it is critical that Exit Status for all students be accurate. This information was reported on the 2007 4301 report for any 2006-2007 CTE enrollees / completers.

- For those 12<sup>th</sup> graders who were noted as completers for 2006-2007 (line 2), verify that their exit status was reported accurately.
- If you have any students who were 12<sup>th</sup> graders in 2006-2007, but were not CTE enrollees / completers for that year (2005-2006 11<sup>th</sup> grade completers), their exit status may not have been updated. Please review the exit status for these students and make corrections as applicable.
- In the future, OCTE is planning to update this information based on what is reported via SRSD.

**Note:** The ability to generate a list of those students reported as completers at one of your operating building(s), but NOT on your follow-up list will be available soon. This list will indicate the operating building where these students will be followed-up.

## **Step 5.      *Make student contacts.***

Using the CTEIS follow-up student list (from Step 3):

- Duplicate the number of survey forms as needed including the introductory script form.
- Write the student's UIC number and name OR affix follow-up Survey labels (see below) for each student on the follow-up student list to an introductory script form.
- When contacts are made, attach the appropriate survey form (student, proxy) to the introductory script for the student.
- Please consult the Follow-up Protocol manual for proper procedures and techniques for conducting the survey.

Follow-up survey folder or mailing labels may be printed from CTEIS. These labels include: (Folder) the student's name, phone number, and the most recently completed (reported) wage earning program, (Mailing) the student's name, PSN, and address. To create these labels:

- a. After logging in to CTEIS, look for the **Follow-up** menu.
- b. Click **Follow-up, Survey**. All operating buildings with follow-up students will display.
- c. Click the box (left margin) next to those buildings for which you wish to generate survey labels. Note: You may click the **Select All** button if you wish to check all buildings. Click either **Folder Labels** or **Mailing Labels**.
- d. The labels will generate as a report and can be exported, in the same manner as other CTEIS reports, for printing.

<sup>\*</sup> See Appendix A - Definition of Terms.

## Step 6. Enter survey data into CTEIS.

Entry of the survey data may be completed while you conduct the survey or you may enter the surveys as a group at anytime.

- a. From the CTEIS Home Page, click **Follow-up, Survey**.
- b. All Operating Buildings with follow-up students will display. Check to the left of the building name and click the **Survey** link for the building for which you wish to input surveys.
- c. To search for a student, enter any of the following, click **Find**, and then click **Select**.
  - Last name
  - Student UIC
  - PSN

If you like, you may scroll to the desired student (alpha order by last name) and click **Select**.

- d. Once you have selected the desired student, all completed programs will display along with applicable information (based on the chosen program) in the lower half of the screen as follows:

PROGRAM LIST				
PSN	Program Name	Completed Date	FUP	Survey
16692	Child & Custodial Care Services	6/16/2006 12:00:00 AM	(X)	<input type="checkbox"/>

☐ Student    ☐ Proxy    ☐ Mail

Last    MI    First

Name

Student UIC  Status

Phone  Phone2

Program Name

Noncontact

Sending Facility  Building Name

- e. To enter survey responses:
  - **Check the Survey *check box*** for the program for which the student was surveyed.
  - **Select the type of survey form** (student, proxy or mail).
  - Click **Survey**.

Survey questions are divided between a possible six (6) screens:

- Part A: Current Status
- Part B: Training/School
- Part C: Employment
- Part D: Looking for Job
- Comments
- Miscellaneous

Select the survey response for each question from the drop down list or input the response as applicable.

- ✓ **An answer of 1 (Yes) or 2 (No) is required for questions 1a. - 1e.**  
An error message will display when you click **Next** if there is any missing, incorrect or out-of-range information.
- ✓ Click **Next** to go to the next applicable survey section. Click **Previous** to go back to the prior applicable section. Please note if you click **Previous**, any entries made on the current screen will be cleared depending on changes made to prior screens. Click **Cancel** to cancel the student survey and not save any answers.
- ✓ Entry of survey responses will automatically follow the chosen survey form (student / proxy), deactivating any questions that are not applicable.
- ✓ Certain questions such as hourly wage (must be less than 99.99) and hours worked (must be less than 99) are validated to be sure entries are within an acceptable range.
- ✓ The Proxy question is marked automatically if a proxy survey. It is disabled for a Student survey. For mail surveys, please mark as appropriate.
- ✓ On the final survey screen (method of contact, optional questions, etc.), click **Finish** to save your entries.
- ✓ Once survey information is saved, "COMP" will display under "Status" on both the screen and on the follow-up listing (if you run this report again).



## Part A: Current Status

<b>Student:</b>	<b>0151, DE'LANAK</b>	<b>Program:</b>	<b>Visual Communications Technology</b>
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1. Let's start with what you're doing now. Are you going to school? working? (Answer **each** question below)

a. In a training program or attending school or college?

b. Working as an apprentice?

c. Working?

d. On full-time, active duty in the military?

e. On part-time in the military (National Guard, Reserves, etc)?

f. Other (select code from dropdown list)

[Next](#) [Cancel](#)

## Part B: Training/School

<b>Student:</b>	<b>0151, DE'LANAK</b>	<b>Program:</b>	<b>Visual Communications Technology</b>
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I have some questions about your schooling or training.

2. In your major area of study or training, how much do you use the skills you learned in this program? Would you say you use them a lot, some, hardly ever, or not at all?

3. Where are you going to school? (Note: if enrolled in more than one, identify the primary one)

4. What type of program are you in?

[Previous](#) [Next](#) [Cancel](#)

## Part C: Employment

<b>Student:</b>	<b>0151, DE'LANAK</b>	<b>Program:</b>	<b>Visual Communications Technology</b>
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Now, I'd like to talk about your job as it relates to your (selected) program.

5. On your job, how much would you say you're using the skills you were taught? Would you say you use them a lot, some, hardly ever, or not at all?

6. How strongly do you agree with the statement "I am satisfied with my present job?" Do you strongly agree, agree, disagree, or strongly disagree?

7. How many hours a week do you work?  hrs/week

7a. **If not specific:** Would you say it's 35 hours a week or more?

8. Including tips and commissions, how much do you make an hour?  /hr

[Previous](#) [Next](#) [Cancel](#)

## Part D: Looking for Job

<b>Student:</b>	<b>0151, DE'LANAK</b>	<b>Program:</b>	<b>Visual Communications Technology</b>
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9. Are you currently looking for a job?

[Previous](#) [Next](#) [Cancel](#)

### Comments:

Student:	0151, DE'LANAK	Program:	Visual Communications Technology
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Please enter any additional comments:

PreviousNextCancel

### Miscellaneous:

Student:	0151, DE'LANAK	Program:	Visual Communications Technology
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Method of Contact:	<input type="text"/>	Information Collected From <i>(Optional)</i> :	<input type="text"/>
Proxy:	<input type="text"/>	Job Title <i>(Optional)</i> :	<input type="text"/>
Date Survey Completed:	<input type="text"/>	Location <i>(Optional)</i> :	<input type="text"/>
		Area of Study <i>(Optional)</i> :	<input type="text"/>
		School <i>(Optional)</i> :	<input type="text"/>

PreviousFinishCancel

f. **Entry of Noncontacts (students not reached):**

You must enter survey responses **OR** a reason for noncontact for every student on the follow-up listing. To enter a noncontact reason, select the desired student, choose the reason from the noncontact drop down list and click **“Update NonContact Reason”** to save your entry.

Once the noncontact reason is saved, “COMP NC” will display under “Status” on both the screen and on the follow-up listing (if regenerated).

g. **Any edits** to a student’s survey information requires reentry of **all** survey responses.

<sup>^</sup> See Appendix A - Definition of Terms.

<sup>4</sup> See Appendix A - Definition of Terms.

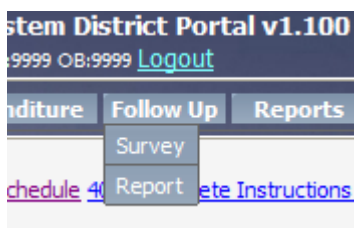
## ***Step 7. Submission of follow-up data to Fiscal Agency Representative for review is due April 25, 2008.***

To insure timely turn-around of your local and state reports, it is important that you authorize submission of your follow-up data by April 25, 2008 to your Fiscal Agency Representative. (Follow-up lists, survey forms and other follow-up materials should be kept by the district.) When all survey data has been entered and you are ready to submit your follow-up data for fiscal agency review, proceed as follows:

**Note:** Submission of your follow-up data is comparable to the process used for all state reports.

**Important:** Survey responses or a noncontact reason must be entered for all students on the follow-up listing or submission of follow-up data will not occur.

- a) Navigate to the Follow-up Reports page by selecting the **Report** menu option on the **Follow-up** Main Menu item



- b) Select the appropriate building you would like to submit.
- c) Once a building is selected, a report at the bottom of the page will indicate whether you have completed all your required follow-up contacts and noncontact responses. You will not be able to continue until all of your follow-ups have been completed.

Indicate Range of Authority

CEPD Number

31

Fiscal Agency

33020

Operating Agency

Lansing Public School District ▼

Operating Building

Everett High School ▼

## REPORT SUBMISSION

### Follow Up

### 2007

View Report


List of Buildings for Report

	CEPD #	FA #	Fiscal Agency Name	Bldg. No.	Building	Bldg. Status	FA	CEPD
Mark Bldg. Comp.	31	33020	Lansing Public School District	01166	Everett High School			

Surveys Incomplete- Please Complete prior to Marking Building Complete

Building	Incomplete Surveys	Completed Surveys	Percent Complete
Everett High School	6	59	90.769200

- d) Once all follow-ups have been completed, the “**Mark Bldg Comp.**” button will be enabled and the Follow-up Contact Information Panel will be displayed.
- e) You will be required to enter in the required follow-up contact information (as indicated by an asterisk) prior to marking your building complete.



**Career and Technical Education Information System District Portal v1.100**  
 Current User: Your Domain is - CEPD:31 FA:33020 OA:9999 OB:9999 [Logout](#)

CTEIS Home
Data Entry
State Reports
FA Report Submission
CEPD Admin.
Import/Export
Expenditure
Follow Up
Reports
Add Users

Indicate Range of Authority

CEPD Number: 31  
Fiscal Agency: 33020  
Operating Agency: Lansing Public School District(33020)  
Operating Building: Everett High School

REPORT SUBMISSION

Follow Up

2006-2007

View Report

List of Buildings for Report

CEPD #	FA #	Fiscal Agency Name	Bldg. No.	Building	Bldg. Status	FA	CEPD
31	33020	Lansing Public School District	01166	Everett High School			

Mark Bldg. Comp.

Building	Incomplete Surveys	Completed Surveys	Percent Complete
Everett High School	21	1	4.545400

Follow Up Contact Person

Contact Name: \*  
Contact Phone: \*  
Contact Email: \*  
Contact Address:  
Contact City  
Contact Zip:

- f) Once you have completed your contact information, mark your building complete. An X will be displayed in the “Bldg. Status” indicating your success.
- g) Contact your fiscal agent to inform them that you are ready for them to review your submission. There are detailed instructions available for Fiscal Agency Representatives on the CTEIS home page under the Follow-up Links section.
- h) Continue on to other buildings if required.

## ***Step 8. Submission of follow-up data by CEPD Administrators due May 2, 2008.***

CEPD Administrators are to authorize submission of their districts' follow-up data to OCTE by May 2, 2008. Submission of follow-up data is comparable to the process used for all state reports. There are detailed instructions available for CEPD Administrator submission on the CTEIS home page under the Follow-up Links section.

When released to OCTE, your follow-up data will automatically be compiled and submitted to the Survey Support Center (SSC).

## ***Step 9. Review follow-up Survey results - September 2008.***

Follow-up 2008 survey results will be shipped to CEPD Administrators for distribution to local follow-up contact personnel and local superintendents the first week of September. These results (reports) will be provided on CD in Adobe PDF format along with the applicable interpretation guides. State level summaries will be posted on the OCTE web site at <http://www.michigan.gov/octp> (Data Evaluations and Reports link, Follow-up Survey).

<sup>\*</sup> See Appendix A - Definition of Terms.

# ***NON CTE STUDENT FOLLOW-UP***

The Survey Support Center will, at no charge to the district, provide data processing and analysis for any district wishing to follow-up non career and technical education (CTE) students. IDEA will only process information for the questions on the standard CTE follow-up forms.

Mail nonCTE education surveys directly to the Survey Support Center. These surveys must be received by the Survey Support Center no later than June 30, 2008. The mailing address is:

IDEA Consultants, Inc.  
Attn: Survey Support Center - Non CTE Follow-up  
17520 W. Twelve Mile Road  
Southfield, MI 48076

The Survey Support Center will enter data and provide the local educational agency with printouts showing how respondents answered each of the items. The format and contents will be the same as the T1608 CTE report that you may have received in past years.



## ***APPENDICES***

\* See Appendix A - Definition of Terms.

## APPENDIX A

### Definitions of Some Terms Used in Instructions

Completer	A <u>completer</u> to be included in Follow-up 2008 is any student who was enrolled in a reimbursed secondary CTE program and who was reported as a completer (2007 12 <sup>th</sup> grade or adult or 2006 11 <sup>th</sup> grade completer) on Form 4301, "Secondary Vocational Enrollment and Termination Report for School Year Ending June 30, 2007."								
Fiscal Agency (FA)	A <u>fiscal agency</u> is a local or intermediate school district that received reimbursement from the State for the CTE training of the student being followed-up.								
IDEA	<u>IDEA</u> Consultants, Inc., is the company that has received a competitive grant from the Michigan Department of Education to operate the Survey Support Center (See "SSC").								
OCTE	Office of Career and Technical Education Attention: Andrew Middlestead Post Office Box 30712 Lansing, Michigan 48909 Telephone Number: (517) 335-0375 Email address: MiddlesteadA@michigan.gov								
PSN	<u>Program Serial Number</u> - A number that uniquely identifies, for data processing purposes, an existing approved instructional program with a specific fiscal agency, content, instructional location, instructional time, and annual starting month. The five-digit PSN for each program appears on Form 4301 on the same line as the CIP code and program name.  Example: <table><tr><td><u>CIP Code</u></td><td><u>Program Name</u></td><td><u>PSN</u></td></tr><tr><td>52.1999</td><td>Marketing Sales &amp; Services</td><td>12345</td></tr></table>			<u>CIP Code</u>	<u>Program Name</u>	<u>PSN</u>	52.1999	Marketing Sales & Services	12345
<u>CIP Code</u>	<u>Program Name</u>	<u>PSN</u>							
52.1999	Marketing Sales & Services	12345							

## SSC

The Survey Support Center is established to handle the flow of paper and data to and from the fiscal agencies, to assist in obtaining complete and accurate data, to perform data processing and, in general, to facilitate the follow-up survey. You may contact the Center by mail or phone at:

IDEA Consultants, Inc.  
17520 W. Twelve Mile Road  
Southfield, MI 48076

(248) 557-IDEA (4332)  
or  
(800) 321-8076 (long distance)  
or  
email at [followup@ideaconsultants.net](mailto:followup@ideaconsultants.net)

## Form 4301

This report titled, "Secondary Vocational Enrollment & Termination Report for the School Year Ending June 2006," submitted to the Office of Career and Technical Education showed the number of individual students in each program run by your district during that school year. Among other information, the report lists completers for a program identified by a unique PSN (Program Serial Number).

## APPENDIX B

### Authority to Collect Career and Technical Education data (Including Student Names, Addresses, Phone Numbers, etc.)

When a local education agency enters into a cooperative agreement with a fiscal agency to participate in Career and Technical Education programs, the agency's superintendent signs an agreement (CTE-4648L) "Agreement for Designation of LEA Fiscal Agency and Operation of Cooperative Career & Technical Education Programs, which states, in part:

NOW, THEREFORE, IT IS AGREED:

B. The fiscal agency agrees to assume responsibility for:

7. Forwarding to the Office of Career and Technical Education all data and reports required as a condition of funding under the Carl D. Perkins Vocational and Technical Education Act of 1998.

C. As operating agency, the K-12 school district agrees to assume the following responsibilities:

5. Prepare all reports required by state or other agencies or as mutually agreed to by the parties, forward data to the fiscal agency in time to meet all reporting requirements.

The full document cited in part above may be found online at: <http://www.michigan.gov/octp>  
Under "Federal and State Funding," Career Initiatives Notebook 2005-2006, Section R—CTE Fiscal Agency Cooperative Agreements.

The Financial Guide for Career and Technical Education Programs specifies the reporting requirements for CTE programs under "Noncompliance Provisions" p. FF-24, which states in part:

For the purposes of the administration of state and federal funds, the following situations are incidences for which a school district may be found to be out of compliance with legislative regulations. All of these issues have a basis in the federal regulations for Perkins or the School Aid legislation:

- Incomplete, insufficient or late follow-up, enrollment, and other data reports;
- Non-submission of individual student enrollment data for all state approved CTE programs;
- Failure to provide the Department with the necessary information to reasonably carry out its function under the Act.

In circumstances where noncompliance has been established, state and/or federal funds may be withheld from an institution until the school district reaches compliance or funds may be payback/recaptured from the recipient.

The Financial Guide for Career and Technical Education Programs may be found online at: [http://www.michigan.gov/documents/FF\\_Financial\\_Guide\\_46139\\_7.doc](http://www.michigan.gov/documents/FF_Financial_Guide_46139_7.doc)

\* See Appendix A - Definition of Terms.

DEPARTMENT OF  
ATTORNEY GENERAL

APR 22 1988

MEMORANDUM

TO: Mr. Dick Shupe  
Vocational-Technical Education Service

April 22, 1988

FROM: Paul J. Zimmer *PJZ*  
Assistant Attorney General

Re: Release of Student Information for a Verification Study

In your memorandum of April 19, 1988, you advise that the Department annually conducts a student follow-up study of high school graduates who have completed vocational education programs. The purpose of this study is to improve the vocational education curriculum. The Department contracts with a private vendor to conduct the verification component of this study. The verification component requires that the vendor have access to student names and telephone numbers so that he may contact students and provide them with the student follow-up survey instruments.

You inquire as to whether the Family Educational Rights and Privacy Act, 20 USC 1232g, would prevent a school district from releasing this student information to the vendor. Subsection (b)(1)(f) of the statute specifically authorizes a school district to release personally identifiable student information for this purpose. The vendor is an organization conducting a study on behalf of the state educational agency for the purpose of improving instruction. The only condition on release of the information to the vendor is that the vendor must assure that the study will be conducted in a manner which assures that the personally identifiable information will not be released to a third party and that the vendor will destroy the information when it is no longer needed for purposes of the study.

PJZ:ss

## APPENDIX C

### Sample Cover Letter for Mail Surveys\*

Include a cover letter with each survey you conduct by mail. The letter should explain the survey and be typed on your school's letterhead stationary. You may modify the following sample cover letter to suit your local needs. It is important to keep your cover letter warm in tone and as brief as possible.

Professional data collectors feel that the inclusion of a personal communication of this type increases the return rate. They also feel that identification of the survey with state and federal agencies, as well as institutions familiar to the person receiving the survey, will also increase the return rate. In addition, the cover letter gives you an opportunity to explain to the person why the information is being sought and how it can benefit students.

(Date)

Dear Former Student (or Alumnus/Alumna):

It's your chance to help (LEA) plan its Career and Technical Education programs for the future. By sharing with us on the enclosed form what you are doing now and how your school's CTE\* programs met your needs, we are able to get a clearer picture of what our program did for you and where you think we can improve. We are cooperating with both the Michigan Department of Education and the United States Department of Education in this effort.

Your answers and comments will help your school improve programs and services for your brothers, sisters, and friends who are or will be attending (LEA) in the future.

Please fill out the enclosed survey form and return it in the enclosed stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

\*If you are surveying both CTE and nonCTE students, we recommend that two different cover letters be used -- one for CTE students and one for nonCTE students. For nonCTE students, you can simply remove the word "CTE."

## APPENDIX D

### Cover Letter for Nonrespondents<sup>\*</sup>

Send a follow-up letter or make a follow-up telephone call to former students who have not responded to the initial cover letter and survey form. The letter should explain the purpose of the mailing and be typed on your school's letterhead stationary. You may modify the following sample follow-up letter to suit your local needs.

(Date)

Dear Former Student (or Alumnus/Alumna):

Recently we sent a survey form to you concerning the Career and Technical Education experiences<sup>\*</sup> you had at (LEA) and how they relate to what you are doing now. It is important that we have your opinions as we begin to look at the results of the survey.

In the event you did not receive it, we have enclosed another form for you to use. The survey is required by the State government and provides useful information regarding the success of our program.

Please fill out the enclosed survey form and return it in the enclosed stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

<sup>\*</sup>For nonCTE students, substitute "educational experiences" for "career and technical education experiences."